

BID OPENING: AUGUST 16, 2000.

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME.

IF YOU HAVE ANY QUESTIONS CONCERNING THESE SPECIFICATIONS CALL (202) 512-0307 AND ASK FOR FRANK YATOR OR DEBORAH BRAGG. NO COLLECT CALLS.

U.S. Government Printing Office (GPO) Specifications, Washington, DC

Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Pub. 310.2), Quality Assurance Through Attributes Program (GPO Pub. 310.1), and Contract Cost Principles (PRA 305.9) in effect at the time the offer is submitted. In case of conflict between these specifications and GPO Contract Terms and/or Quality Assurance Through Attributes Program, these specifications will govern.

NOTE: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent. At a future date, metric measurements will be used exclusively in all specifications.

SPECIFICATIONS FOR CONTRACT PRINTING AND BINDING OF
CIRCULAR E - EMPLOYERS TAX GUIDE (PUB. 15, REV. JANUARY, 2001)

Table of Contents

Section 1 - SCHEDULE

- 1.1 Preaward Survey
- 1.2 Preproduction Conference
- 1.3 Quality Systems Audit
- 1.4 Inspection Notification
- 1.5 Mailing/Shipping Information

Section 2 - MATERIALS

- 2.1 Furnished by the Government
- 2.2 Furnished by the Contractor
- 2.3 JCP Standards

Section 3 - PAMPHLET SPECIFICATIONS

- 3.1 Number of Pages
- 3.2 Quantity
- 3.3 Size
- 3.4 Ink
- 3.5 GPO Imprint Line
- 3.6 Image Size
- 3.7 Margins
- 3.8 Binding
- 3.9 Proofs

Section 4 - LABEL SPECIFICATIONS

- 4.1 Addressing
- 4.2 Cartridges
- 4.3 Unusable Cartridges

Section 5 - IMAGING TAX PACKAGES

- 5.1 Furnished Cartridges
- 5.2 Unusable Cartridges
- 5.3 Imaging/Addressing
- 5.4 Unique Number
- 5.5 USPS Regulations
- 5.6 Carrier Route Presort
- 5.7 Presort Palletization
- 5.8 Internal Wrapping or Tying
- 5.9 Postal Pallets
- 5.10 Identification Numbers
- 5.11 Security Letter
- 5.12 Zip Code Count Listing
- 5.13 Spoiled Tax Packages
- 5.14 IRS Tax Coordinator
- 5.15 Daily Production Report
- 5.16 Order of Addressing

Section 6 - STAGING

- 6.1 Loading Plan
- 6.2 Mail Pallets

Section 7 - MAIL TURNOVER

- 7.1 Standard Mail (A)
- 7.2 USPS Drop Shipments
- 7.3 Location of Staging Area
- 7.4 Vehicles Provided
- 7.5 Indicia
- 7.6 Weight of Tax Package
- 7.7 Special Handling Instructions

Section 8 - BULK SHIPMENTS AND BULK PACKING

- 8.1 Bulk Shipments
- 8.2 Cartons
- 8.3 IRS Pallets
- 8.4 Bills of Lading

Section 9 - QUALITY ASSURANCE

- 9.1 QATAP
- 9.2 Production Samples

Section 10 - OFFERS

EXHIBITS

Exhibit 1 - Distribution List for Bulk Shipments

Exhibit 2 - Label Layout & Raw Record

Exhibit 3 - Daily Production Record

Exhibit 4 - Sample Format for Postage Summary Report

Exhibit 5 - Example Format for Drop Shipment Proposal

Exhibit 6 - IRS Carton Label

Exhibit 7 - IRS Single Center Stringer Pallet

Exhibit 8 - Privacy Requirements

NOTE: Due to the numerous number of exhibits (8) in this specification, the exhibits will not be put on the Internet. A complete copy of the specifications may be obtained from the bid room by request. Telephone 202-512-0526.

SCOPE: These specifications cover printing and binding of 2,016,334 copies of a SIXTY-FOUR PAGE (64), self-cover pamphlet, labeling/addressing*, packing, assembling by ZIP Code (staging), and turning over for mailing of approx. 1,631,534 pamphlets. Carrier route sorting required. 384,800 pamphlets (unaddressed) will require packing for bulk shipments.

* See Section 4 for addressing option.

CHANGES IN QUANTITY: The Government, for the FINAL QUANTITY, may submit increases or decreases of up to 20% of the pamphlet quantity until the date specified in the schedule. Billing adjustments for scheduled quantity changes (+ or -) and for subtraction of undeliverables (see Section 5.1.1) will be at the contractor's quoted "ADDITIONAL RATE". (See Offers Section) If no changes have been received by the scheduled date for final quantity adjustments, the bid quantity will stand as the FINAL quantity.

NOTE: Must be full quantity to all consignees. No shortages or overruns will be allowed.

Section 1 - SCHEDULE

<u>Date</u>	<u>Event</u>
8-16-00	Bid opening.
8-23-00	Award of contract (Purchase order number by phone).
10-13-00	Security letter to IRS (see Section 5.6)
11-6-00	Final day Government may make quantity adjustments (may be by telephone).
11-6-00	Furnished cartridges to contractor.
11-17-00	Drop shipment proposal due. (See Section 7.2)
11-24-00	Electronic Media/Disk for pamphlet & construction dummy available for pickup at GPO (Proofs Sec. 2).
12-7-00	GBL's available for pickup at GPO.
12-13-00	Begin turnover of packages to Postal Service. Mail any quantities for Alaska and Hawaii.
12-22-00	Complete mail turnover to the Postal Service. Postage summary reports due (see Section 1.5).
1-3-01	Complete all bulk shipments.

The Government will attempt to meet the schedules as stated in these specifications. However, uncontrollable circumstances such as Congressional Legislation may delay the furnishing of camera copy. For the purpose of this contract, in the event the Government is late with copy, the Government will only allow a day-for-day schedule extension. The Government will not allow grace days or entertain any request for additional time beyond day-for-day.

Unscheduled material such as shipping instructions, delivery lists, etc., will be furnished. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

1.1 A preaward plant survey may be conducted by GPO and IRS personnel to determine if the prospective contractor

(and its subcontractors) have adequate facilities and expertise to accomplish the requirements of these specifications.

1.2 A preproduction conference may be held at the contractor's plant. The purpose of the conference will be to discuss and review all aspects of the contractor's production plan and to establish coordination of all internal and external operations required to complete this contract.

1.3 **QUALITY SYSTEMS AUDIT:** In connection with the preproduction conference, should the Government elect, a quality systems audit would be conducted. Following the conference, IRS/GPO may conduct an in-depth audit of all contractor quality control methods, quality systems and quality plans in a formal walk-through. This audit would require the contractor to plan, in advance, all quality related functions which would be required to complete the contract. Should subcontractors be involved, a complete audit of their quality systems may also be performed. This procedure will be mandatory for all contractors doing IRS Tax Package work for the first time.

1.4 **INSPECTION NOTIFICATION:** 72 hours prior to press, pamphlet binding, addressing and mailing operations the contractor must e-mail to a (Public Folder-e-mail address to be furnished at a later date). E-mail IRS Form 9558 (copy of Form to be furnished with purchase order) to 202-622-6629/4139 with the following information: 1) Jacket and Requisition Numbers; 2) Name of company; 3) Location and address of inspection site; 4) Name and phone number of contact person; and 5) Date and time of inspection. Whether IRS elects to be present for the inspection, or waive the inspection, you will be notified at least 24 hours prior to the time for inspection. If IRS fails to respond, proceed as you would have, had there not been an inspection. Attendance at, or waiver of, the inspection does not affect any other provisions of the contract. Do not hold up production unless specifically authorized by the GPO.

1.5 **POSTAGE SUMMARY REPORT & SHIPPING NOTIFICATION** (The reports must be submitted by the date/s in the schedule, otherwise there will be a delay in payment processing): Contractor is required to submit postage summary reports, for each phase, showing the number of pieces and cost of Carrier Route, 3/5 digit, and Basic broken out by Service Center and the grand total, in a format similar to the one shown in Exhibit 9. The reports are to be submitted after the mail tapes are prepared following NCOA processing. Contractors must also submit shipping notification on the final day of shipping. E-mail the reports and notifications to Public Folder(e-mail address to be furnished at a later date).

Section 2 - MATERIALS

2.1 **FURNISHED BY GOVERNMENT:** (1) Electronic text for the pamphlet and envelope*, (2) one dummy showing margins, perforations, location of forms and color scheme, (3) envelope quality control template, (4) camera copy for printing carton labels, (5) bills of lading, (6) test cartridges and address cartridges for individual tax packages - produced in EBCDIC format. Contractors must be capable of reading cartridges utilizing a 36 track format, with data compression, (7) USPS pallets -made available by the USPS upon request, and (8) a mail file seeding list cartridge.

Note: Electronic transfer will be via e-mail or File Transfer Protocol (FTP) or Windows formatted 1.44 Megabyte floppy disk or Zip Disk, in Portal Document Format (PDF) generated from Adobe Acrobat 4.0 or later (We will supply a color composite PDF file unless color separations are specified in advance at or prior to the preproduction meeting and all fonts will be embedded in the files at the PDF level). Contractor must have Adobe-Acrobat 4.0 to open the files.

Prior to image processing the contractor is responsible for checking files to insure that such features as bleeds, register marks, and correct file output selection have been provided for, so as to correctly output for printing. The contractor must supply necessary trapping. High-resolution image processors must be used if generating films.

2.1.1 **DISPOSITION OF FURNISHED MATERIALS:** Furnished disk, dummy, and quality control templates (see (1), (2), and (3) above) must be returned by February 20, 2001, to IRS, Attn:Paul Morrison, Room 1231/OP:FS:M:T:M, 1111 Constitution Ave. NW, Washington, DC 20224. Postal Service will advise contractor of disposition of unused postal pallets. The address cartridges supplied by the IRS must be returned by a traceable means at contractor's expense, to: IRS, National Computer Center, 250 Murall Drive, Kearneysville, WV 25430, Attention Tape Library.

2.2 FURNISHED BY CONTRACTOR: All other materials and operations necessary to fulfill the contract requirements, including telephone, facsimile transmission capability, personal computer, internet access and the following:

2.2.1 Pamphlet Stock: White or Natural (MUST be light shade) Newsprint, basis weight 45 or 50 gsm (24 x 36", 28 or 30 lbs. per 500 sheets), equal to JCP Code A10, or at contractor's option, White Offset Book, grammage 75 g/m² (basis weight: 50 lbs per 500 sheets, 25 x 38"), equal to JCP Code A60.

2.3 JCP STANDARDS: The specifications of all papers furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" in effect at the time the offer is submitted.

Section 3 - Pamphlet Specifications

3.1 64-pages (including blanks), self cover, print head to head.

3.2 1 2,016,334 pamphlets.

3.3 Trim Size: 210 x 276 mm (8-1/4 x 10-7/8") minimum, 216 x 279 mm (8-1/2 x 11") maximum. Trim size of all pamphlets produced must be uniform.

3.4 Ink: Black for all pages.

3.5 Contractor must set a GPO imprint line, per GPO Contract Terms.

3.6 Image Size: The furnished copy will have a maximum image size of 187 x 257 mm (7-3/8 x 10-1/8").

3.7 Margins: 13 mm (1/2") head, 13 mm (1/2") bind.

3.8 Binding: Pamphlets will be bound on long edge using paste on fold or two saddle-wire stitches. Trim three sides.

3.9 Pamphlet Proofs (Required only if electronic media is furnished): Contractor must submit 2 set(s) of Dylux, or similar proofs. Submit proofs as soon as the contractor deems necessary in order to comply with the contract schedule. Proofs will be withheld 5 workdays from receipt in the GPO until they are made available for pickup by the contractor. Contractor is not authorized to print prior to his receipt of an approval or conditional approval. Do not return electronic media with proofs.

Submit proofs to: U.S. Government Printing Office, Stop PPP, Room C-817, 27 G Street NW, Washington, DC 20401. The container and accompanying documentation must be marked "Attention: IRS Desk, PAMPHLET PROOFS" and must include the GPO Jacket Number.

Section 4 - Label Specifications

4.1 Addressing: Contractor will be responsible for producing address labels (white paper with addressing in black using a sans serif typeface) and printing reports and pallet placards from furnished cartridges. Contractor must be capable of reading cartridges utilizing a 36 track format, with data compression. Address cartridges will be produced in EBCDIC format and will be unedited (data cartridges). A core record layout will be supplied with the cartridges. Test cartridges will be supplied prior to production, as requested.

At contractor's option, in lieu of addressing and affixing labels, contractor may computer image addresses (by either computer line (impact) printers or non-impact printers) directly onto pamphlet in black using a sans serif typeface (see section 5.5 for location of addressing). Addressing must be sharp and legible.

4.2 Cartridges: Contractor must reformat the furnished data cartridges to address a label, with a size of 102 x 25 mm (4 x 1"), and print at the rate of eight (8) lines per inch. The contractor will also be required to take the information from the furnished cartridges and format it to create an 11 digit Delivery Point Barcode. See Exhibit 2.

4.3 Unusable Cartridges: Cartridges received in unusable condition or out of ZIP code sequence will be replaced by IRS on an expedited basis. If the contractor has not reported any discrepancy to the Government, within five workdays after receipt of cartridges, it will be taken that none exists. The contractor may notify IRS Martinsburg Computer Center (MCC) of cartridges that are missing or need replacing. Call MCC Production Control Help Desk (304) 264-7501 and provide the following: Job Run File ID; Batch Cycle Group; Cartridge Number; and a brief explanation of the problem.

Section 5 - IMAGING TAX PACKAGES:

5.1 Furnished Cartridges: Contractor is responsible for taking the IRS raw data file and passing the file against the file against the National Change of Address (NCOA) file using standard matching logic, if nixie footnotes Q-apt, number or equal or U-apt, number missing on client file is the only code for a record they are not be considered a nixie. The contractor will provide the IRS with magnetic cartridges containing incomplete addresses.

5.1.1 The IRS will furnish the contractor with a seed file cartridge of not more than 400 names and addresses that are to be added to each phase of the mail file. The seed file, when added to phase 1, must be added after the NCOA processing, and prior to any other cartridge manipulation.

5.1.2 Undeliverables: Nixies are to be considered undeliverable. Also, addresses changed by NCOA that are new move foreign, no forwarding addresses, or have closed Post Office boxes are to be considered undeliverable. All undeliverables, *approximately 1% of the final quantity*, must be subtracted from the final quantity and may not be included in the quantity billed. The determination of true and false nixies will be discussed at the preproduction meeting.

5.1.3 The furnished cartridges are raw unedited mail label record cartridges and will have to be formatted, at the contractor's expense. (See Exhibit 8).

5.2 Unusable Cartridges: Cartridges received in unusable condition, out of ZIP code sequence, or missing cartridges, will be replaced by IRS on an expedited basis. *If the contractor has not reported any discrepancy to the Government, within five (5) workdays after receipt of cartridges, it will be taken that none exists.* The contractor may notify IRS Martinsburg Computing Center (MCC) directly only if there is a physical problem with the cartridges or a cartridge shipment. Call MCC Production Control Help Desk (304) 264-7501 and provide the following: Job Run File ID; Batch Cycle Group; Cartridge Number; and a brief explanation of the problem. The GPO jacket number WILL appear on the shipping transmittal label which will always be in the last box of cartridges, if more than 1 box.

5.3 Imaging/Addressing: The imaging and addressing may be accomplished by either impact printers or non-impact printers.

5.3.1 IMAGING - Must meet the following requirements:

(a) The size of the type must be at least *12 point* and the font may be Helvetica, Siemens Gothic Text, Siemens Essay Standard, Scitex Gothic International Medium, or Kodak Gothic. Any other must be approved before preproduction meeting.

(b) Imaging must be black.

(c) All characters must align.

(d) No missing data or entries.

(e) No duplicate data or entries.

(f) Labels will have no more than 5 lines. (7 lines including carrier route line and delivery point barcode)

(g) There will be a maximum of 39 characters per line and spaced 6 lines per inch vertically.

(h) No broken characters.

(i) No smearing.

(j) No visible wicking.

(k) No visible gloss.

- (l) Reflectance of characters shall be visually uniform across the whole label.

5.3.2 **MAILING ADDRESS:** Must meet all U.S. Postal Service requirements. The mailing address may be either at the top or parallel to spine, on the back cover. The contractor must reformat the cartridges to image the carrier route endorsement and literal, service center code, tax package code, name, address, city, state, and zip code plus the postal sack number, and break number (change indicator) in 6 lines (See Record Layout). The contractor will be required to take information from the furnished cartridges and format it to create an 11 digit Delivery Point Barcode. This Barcode is to be imaged below the last line of the address, in accordance the USPS Domestic Mail Manual It must be on all 3/5 digit and basic mail, and may print on carrier route mail.

5.4 **Unique Number:** The contractor is required to produce a unique number for each package, using their own equipment, so the contractor may retrieve and reproduce records for any unusable package or when packages are pulled as QA Samples. If the unique number contains more than 10 characters it must NOT begin with 1800, 1877, 1888, or 1900. The unique number must not appear on any labels.

5.5 **USPS Regulations:** The contractor must comply with all U.S. Postal Service regulations governing the preparation of bulk rate mailings which are in effect at the time of the mailing, (or parcel post, for some bulk shipments), including the issuance of the required forms (mailing statements) and the weighing of shipments. The contractor is encouraged to meet with local postal authorities before the start of production.

5.5.1 The Domestic Mail Manual has specific requirements regarding the minimum and maximum package sizes and must be adhered to by all mailers.

5.6 **Carrier Route Presort:** Contractor must utilize a commercially prepared software package for assigning a portion of the mail file in an approved carrier route format (carrying carrier route endorsement and number on first line of the mailing address).

5.7 **Presort Palletization:** As outlined by the Postal Service in the Domestic Mail Manual, the carrier route presort palletization program requires that individual packages of ten or more pieces be prepared for carrier routes. This may take the form of packages or packages in bundles presented on pallets.

5.8 **Internal Wrapping or Tying:** All bundles containing mixed carrier routes or 3/5-digit ZIP codes require internal wrapping or tying in direct packages of ten or more pamphlets. See Domestic Mail Manual for details.

5.9 **Postal Pallets:** The U.S.P.S. will make available nestable pallets upon contractor's request or contractor may use his own pallets, that meet postal requirements, at his own expense. Loaded pallets must be wrapped with a shrinkable or stretchable plastic strong enough to retain the integrity of the pallet during transportation and handling. Pallets must be prepared in accordance with the requirements in the Domestic Mail Manual for (Packages and Bundles Presented on Pallets) and (Palletizing Sacks). See the DMM for preparation requirements for palletizing Standard Mail (A). Packages must be palletized separately from sacks. The sack tags must be barcoded and readable by USPS equipment. Further details on pallet loading and flagging may be obtained by consulting local Postal Customer Representatives, bulk mail acceptance personnel or RCC.

5.10 **Identification Numbers:** A Service Center Code and a Tax Package Code will appear on each Taxpayer's Name and Address label.

5.11 **Security Letter:** The contractor must guarantee that they, and any subcontractor's, will not reproduce, or allow reproduction of, the cartridges furnished by IRS, nor use or allow any person to use the cartridges or labels themselves for any other purpose than mailing the tax packages. The contractor must FAX on company letterhead (reference the GPO jacket number), to IRS @ 202-622-6629, a detailed report of the inventory and tracking system and the security measures to be taken to secure the IRS cartridges and any information output from them, throughout the period the contractor and/or subcontractor's have possession of taxpayer information. (See IRS Pub. 1075 "Tax Information Security Guidelines for Federal, State, and Local Agencies". A copy may be obtained either from the Internet by entering [HTTP://WWW.IRS.GOV](http://www.irs.gov), then click on forms and pubs, or from IRS by calling 1-800-829-3676), also (See Privacy Act Exhibit)

5.12 **ZIP Code Count Listing:** Contractor's software must provide 3-digit, 5-digit, and carrier route ZIP Code count listing cartridges for the contractor's use during the addressing operation. A copy must also be provided for the IRS

resident coordinator.

5.13 Spoiled Tax Packages: For each mail phase, the contractor must replace all spoiled imaged packages. These packages can go with the residual mail but must be accounted for with the IRS mail coordinator and/or mail listing.

5.14 IRS Resident Coordinator: One or more IRS representatives may be stationed at the contractor's and/or subcontractor's facility to provide project coordination in the receipt of cartridges, verification and organization of the address cartridges and labels, monitoring of the printing, binding, quality control sample selection and inspection, and monitoring of the labeling, packing, and staging of the tax packages. These coordinators do not have contractual authority and cannot make changes in the specifications or contract terms but are to bring any and all defects they see to the attention of the company Quality Control Officer. These coordinators will have full and unrestricted access to all production areas where IRS work is being produced. The contractor will furnish office space to include a desk, telephone, personal computer with internet access to send and receive e-mail. Personal computer must be loaded with Adobe Acrobat 4.0, Microsoft Word and Microsoft Excel 97 for submitting reports. Access to a fax machine will also be required for the coordinators. This space will be in an enclosed, secure area adjacent to the binding/mailing operations. (Long distance charges will be reimbursed by the Government). Desk and telephone access are also required for a postal clerk during the turnover of packages to the Postal Service.

5.15 Daily Production Report: The contractor will provide daily addressing production information required to complete Report Form 9659. (See Exhibit 4) The coordinator will transmit this report every work day to IRS National Office via internet. In the absence of the coordinator, the contractor must transmit the report to IRS (E-mail address to be furnished at a later date). **ALL PRODUCTION DATA, ETC., WILL BE KEPT IN STRICT CONFIDENCE BY THE GOVERNMENT.**

5.16 Order of Addressing: May be affected by staging considerations.

Section 6 - Staging

6.1 Loaded pallets must be assembled and stored "staged" for eventual turn over to U.S. Postal Service beginning no sooner than the date specified in the Schedule. *The pallets for the Philadelphia Service Center (28) are to be turned over first.* After Philadelphia, the pallets are to be staged in an order so that the furthest destinations will be turned over next and the closest destinations last.

6.2 Mail Pallets: Pallet loading of sacks may be authorized. The U.S. Postal Service will make nestable pallets available upon contractor's request, or contractor may use his own pallets, that meet postal requirements, at his own expense. Loaded pallets must be wrapped with a shrinkable or stretchable plastic strong enough to retain the integrity of the pallet during transportation and handling. Neither metal strapping nor pallet caps are to be used.

6.2.2 Pallets must be prepared in accordance with the requirements in the Domestic Mail Manual. Further details on pallet loading and flagging may be obtained by consulting local Postal Customer Representatives, bulk mail acceptance personnel or regional pallet team.

Section 7 - Turnover to Postal Service

7.1 Standard Mail (A): The Postal Service will verify the total weight of the mailing. PS Form 3602 must be completed and submitted for each truckload shipment leaving the plant unless "Optional Procedures" are authorized. IRS will not apply for plant load authorization or optional acceptance procedures. Authorization for Optional Procedure must be requested by the contractor from the RCC in the region the mailing plant is located. The contractor must comply with all Domestic Mail Manual regulations governing use of Standard Mail (A) (or parcel post, for some bulk shipments). The IRS will obtain the bulk mail permit 3601 for this mailing.

7.2 USPS Plant-Verified Drop Shipments Phase I only: Prior to the turn over of the mail to the Postal Service, the contractor MUST submit a proposal for a plant-verified drop shipment procedure for direct shipments to the BMCs and SCFs to take advantage of Postal Service discounts. The proposal must be submitted to the GPO and show the costs involved, the travel times from the mail drop site to the BMC's and/or SCF's, and the postal savings. The costs must include shipping costs, and any administrative costs. The administrative costs are to be expressed in cents per

hundred pounds of drop shipment weight. Reimbursement, for the freight and administrative costs, will be made from copies of the commercial carrier prepaid freight bills that must be submitted with the contractor's invoice, and must show the shipping cost and weight of the shipment. If the proposal is accepted, a contract modification will be issued. Reimbursed freight costs will not be subject to any "prompt payment discounts." (Exhibit 5 - Drop Shipment Format) If accepted the contractor must provide the scheduled drop dates, see exhibit 5B.

Submit drop shipment proposals to: U.S. Government Printing Office, Stop PPP, Room C-817, and 27 G STREET NW, WASHINGTON, D.C. 20401. The container and accompanying documentation must be marked Attention IRS Desk, DROP SHIPMENT PROPOSAL and must include the GPO jacket number.

7.3 Location of Staging Area and Point of Entry: Contractor will specify in his bid the location of his staging area/areas and his proposed point of entry/entries for the tax package mail. (See Offers Section)

7.4 For material not covered under the drop shipment plan or if the drop shipment plan is not accepted, truck/trailers (vans) will be provided by U.S. Postal Service. However, physical loading is contractor's responsibility, in conformance with the U.S. Postal Service loading plan. Vans will not be provided before earliest turnover date as indicated in schedules without demurrage costs.

7.5 Indicia: The Government will also furnish a permit number and indicia for Standard Mail (A). A PS Form 3602, Statement of Mailing with Permit Imprints and a GPO Form 712, Certificate of Conformance must be completed and submitted to the entry post office for all bulk shipments using permit imprint mailing labels. A copy of the PS Form 3602 must be submitted to the IRS, Room 1231, OP:FS:M:T:M, 1111 Constitution Ave. NW, Washington, DC 20224 within 5 days of mail turnover.

7.6 GUARANTEED MAXIMUM WEIGHT OF TAX PACKAGE: Contractor must submit, with his bid, the guaranteed maximum weight of the product he proposes to furnish based on the dimensions and paper options he elects. The weight of the package must be calculated to one-thousandth of an ounce (.001 oz.). (See Offers Section) This weight will be used for bid evaluation purposes. Transportation charges for bulk shipments and postal costs for mailing will be evaluated and considered as elements in the "lowest cost to the Government" award process. If the delivered packages exceed the guaranteed maximum weight, the contract price shall be reduced by an amount equal to the difference between the transportation and/or mail costs computed for evaluation purposes based on offeror's guaranteed maximum shipping weights and the transportation and/or mail costs that should have been used for evaluation purposes based on correct weight data.

7.7 Special handling instructions for the Alaska (est. 18,000 copies) and Hawaii (est. 58,000), which are part of Fresno and Ogden service centers. The contractor must separate these addresses from their respective Service Centers and release them in accordance with the date in the schedule. Contractor must provide transportation so packages deliver no sooner than December 26, 2000 and no later than January 3, 2001.

Section 8 - Bulk Shipments and Bulk Packing (Ship f.o.b. contractor's city)

8.1 Bulk Shipments: Contractor will prepare and ship or mail certain bulk quantities of tax packages as shown in Exhibit 1. These bulk shipments will be unlabeled pamphlets and must be cartoned, labeled, and palletized.

8.2 Cartons: Contractor to furnish all cartons for bulk shipments. Cartons to be corrugated or solid fiber shipping containers, 200 p.s.i. minimum bursting strength. Bottom flaps may be glued, stapled, or sealed with polyester tape 51 to 76 mm (2 to 3") width, minimum 12 kNm (65 lbs./inch) transverse tensile strength. If stapled, cartons must be stapled before packing and without damage to pamphlets. Cartons to be sealed at top with 51 to 76 mm (2 to 3") paper or polyester tape (not reinforced). Approximate carton size is 445 x 292 x 203 mm (17-1/2 x 11-1/2 x 8"). Contractor will determine exact dimensions in accordance with size of pamphlets.

8.2.1 Pack 130 copies per carton in 2 stacks with full size corrugated boards on top and bottom of stack. Cartons used for bulk shipments require a carton label. (See Exhibit 6)

8.3 IRS PALLETS: Pallets must be type III and must conform with Federal Specifications NN-P-71C, and any amendments thereto except for dimensions (as shown in Exhibit 7) and single center stringer. Full entry must be on the 101.6 cm (40") width. Cartons shall be stacked on pallets with a maximum height of 139.7 cm (55"), including

pallet. Strict adherence to these dimensions is necessary to accommodate the storage requirements of IRS distribution centers. Receipt of incorrect pallets may result in a charge for each incorrect pallet which will be assessed against the contractor. This charge will cover additional costs incurred by IRS to repalletize the shipment onto correct pallets. Do NOT use metal strapping or pallet caps for securing material on pallets. There must be no more than one partial pallet per destination.

8.3.1 Cartons shall be stacked on pallets using a reverse layer pattern, 9 cartons per layer. (See exhibit 7). Cartons must be fastened securely to the pallet in a manner that will prevent movement during transmit but permit ready removal, without damage to the cartons, at destination.

8.4 Bills of Lading: The Government will furnish Government bills of lading for bulk shipments and furnish permit imprint labels and/or set up a small package carrier account for consignments of less than 500 lbs.

Section 9 - Quality Assurance

9.1 QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level IV.
- (b) Finishing Attributes -- Level IV.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets

Special Instructions: In the event that inspection of the press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards.

P-7. Camera copy, Electronic media.

9.2 Production Samples: The copies included in (A), (B), and (C) are considered sample copies and will not be included in the quantity ordered and can not be included in the quantity billed.

(A) QUALITY ASSURANCE RANDOM COPIES: The contractor MUST submit 200 quality assurance random copies, unaddressed packages, at the completion of production, to test for compliance against specifications. The contractor must divide the entire order into equal sublots and select 1 copy from a different general area of each subplot. The contractor will be required to execute "Certificate of Selection of Random Copies", furnished by GPO, certifying that copies were selected as directed.

These randomly selected copies must be packed separately and identified by a special Government-furnished Buff label, affixed to each affected container. Additional labels, if needed, are to be reproduced on Buff stock. The container and its contents shall be recorded separately on all shipping documents and sent at contractor's expense, by traceable means, to U.S. Government Printing Office, Printing Procurement, Stop: PPSQ, Room A-843, Quality Assurance Section, North Capitol & H Sts. NW, Washington, DC 20401.

A copy of the SPECIFICATIONS and the signed Government-furnished "Certificate of Selection of Random Copies",

must be included with the Quality Assurance Random Copies.

(B) Ship or mail the first 360 completed pamphlets (300 unaddressed and 60 addressed) at contractor's expense, by an overnight delivery service as follows:

50 copies unaddressed and 10 copies addressed - Internal Revenue Service
Room 1231, Attention: Paul Morrison, OP:FS:M:T:M
1111 Constitution Ave. NW
Washington, DC 20224

200 copies unaddressed - Internal Revenue Service
Room 5552, M/F: OP:FS:FP
1111 Constitution Ave. NW
Washington, DC 20224

50 copies unaddressed and 50 copies addressed - Internal Revenue Service
Room 1225, Attention: Mitch Farah, OP:FS:M:T:M
1111 Constitution Ave. NW
Washington, DC 20224

The following information to be used for labeling/addressing samples:

[include carrier route endorsement & literal]
JAMES A & ANDREA A TAXPAYER
16305 Main Avenue NW
ANYTOWN US 99999-9999
[include delivery point barcode]

(C) Ship or mail, at contractor's expense, 1,142 unaddressed pamphlets to two destinations as follows:

1,127 copies - U.S. Government Printing Office
M/F: Depository Copies - Item 0964-B
Depository Receiving Station
Jackson Alley, Room A-150
Washington, DC 20401

15 copies - Library of Congress, Madison Building
Anglo-American Acquisitions Division
Government Documents Section
M/F: File Copies
C Street (between 1st & 2nd) SE
Washington, DC 20540

Section 10 - OFFERS

Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications.

BILLING ADJUSTMENTS DUE TO SCHEDULED QUANTITY CHANGES (+ or -) AND FOR SUBTRACTION OF UNDELIVERABLES WILL BE AT THE CONTRACTOR'S "ADDITIONAL RATE". Prices for these "ADDITIONAL RATES" must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award. Bidder MUST submit a price for each line item under the "Additional Rate" Section. If an entry of NC (No Charge) is entered, it shall be held the bidder intends to furnish those individual items at no charge to the Government.

Transportation and mail costs will also be used as a factor in the basis of award.

10.1 Printing and binding 2,016,334 pamphlets; labeling/addressing, sorting, staging, and turning over for mailing of 1,631,534 pamphlets;
packing 384,800 pamphlets for bulk shipments.....\$ _____

10.2 Prices for additional quantities. "ADDITIONAL RATE"
(A price MUST be submitted for each line)

10.2.1 Printing & binding pamphlets (64 pages).....per 1,000...\$ _____

10.2.2 Labeling/Addressing of pamphlets.....per 1,000...\$ _____

10.2.3 Sorting, staging and turnover of mail.....per 1,000...\$ _____

10.2.4 Passing records through NCOA.....per 1,000 records..\$ _____

10.2.5 Packing pamphlets for bulk shipment.....per 1,000...\$ _____

10.3 Size of pamphlet contractor to furnish..... _____ X _____".

10.4 Guaranteed maximum weight of package to (.001 ounce): _____.

10.4.1 If the offeror fails to state a guaranteed maximum weight for the package as requested, the Government will use the estimated weight of (3.331 oz.) per package, for bid evaluation; and the contractor agrees this will be the basis for any reduction in contract price as provided in Section 7.6.

10.5 Stock contractor proposes to use..... JCP A10 _____, JCP A60 _____.

10.6 Name, address, and phone number of subcontractors, if any, and what they will perform on this contract:

NCOA Licensed Vendor: _____

10.7 Location of Staging Area: City _____, State _____ Zip Code _____

(Initials)

10.8 Point of entry for mail packages (Standard Mail (A)):

City _____, State _____ Zip Code _____

Bidder must fill out, sign or initial as indicated, pages 12 & 13 of these specifications and return them attached to GPO Bid Form 910.

SUBMIT WRITTEN BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), Room B-104, 45 G St. NW, Washington, DC 20404.

FACSIMILE BIDS ARE PERMITTED. Submit facsimile bids to FAX number 202-512-1782, one bid per facsimile. Refer to Solicitation Provisions in GPO Contract Terms (GPO Pub. 310.2), Page 1, Paragraph 6.

Name of Firm

Signature of Bidder